

# **VIRGINIA SCHOOL FOR THE DEAF, BLIND AND MULTI-DISABLED AT HAMPTON**

## **Vacancy Announcement**

### **POSITION: PROCUREMENT OFFICER**

**Position#: 00174**

**Open Date: 07/10/06**

**Hiring Range: (\$28,987.00 - \$42,000.00)**

**Closing Date: Open Until Filled**

The Procurement Manager is responsible for providing administrative, purchasing, and material management support within a special education learning environment.

#### **Responsibilities include:**

- Perform all technical aspects of procurement activities including solicitation development, analysis and review of bids/proposals, award of contracts, contract administration and other administration requirements
- Plan procurement operations, surplus property, inventory, contract, warehouse, copier services and mail services
- Prepare budgets and management reports
- Maintain contracts and supply sources
- Conduct procurement reviews of department files
- Function as GE Master Card Administrator
- Ensure all required eVA procurements are posted in eVA
- Interprets policies and procedures to ensure full compliance with state and federal regulations
- Present workshops and in-service training to staff on procurement and purchasing policies and procedures of the Commonwealth and agency

#### **Minimum Qualifications:**

- High School Diploma or GED required
- A bachelor's degree from a regionally accredited college or university, preferred
- Certification as a CPPB, CPPO, or VCO, required  
(We will consider candidates that have completed coursework and are awaiting a testing date.)
- Comprehensive knowledge of the principles and practices for procuring supplies, goods, construction and professional/non-professional services
- Experience with eVA system processing, required
- Experience with Microsoft Office, (specifically Word and Excel), required
- Excellent written and oral communication skills
- Proficiency or willingness to learn American Sign Language in order to communicate with students, parents, and other agency staff who are deaf.

**Physical Requirements**

- Moderating lifting, 20-50 lbs
- Standing, sitting, reaching, lifting, walking, bending, climbing, and repetitive motion

**Note: A criminal history check will be required for final candidates.**

For consideration, submit State application form #10-012 to: The Virginia School for the Deaf, Blind and Multi-Disabled, Office of Human Resources, 700 Shell Road, Hampton, VA 23661. For assistance call VOICE/TDD (757) 247-2050, or FAX (757) 247-2028 or visit our website at [www.vsdmbh.virginia.gov](http://www.vsdmbh.virginia.gov). Applications are available on our website and on line at <http://jobs.state.va.us/eo-appl.htm> .

**EEO/AA/M/F/D**